



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 6/7/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JUN 13 1973	Date Completed JUN 18 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming Office of Planning - Traffic Survey Atlanta, Georgia		4. Person to Contact Jack Williams	5. Working Title Asst. Chief
		6. Tel. No. 656-5341	

7. ACTION REQUESTED TO AMEND APPLICATION 322

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1964 - To Date

Vehicle Classification Data File

10. What is the function of the office in which this record series is created

The Division of Planning & Programming is responsible for the development of long and short-range transportation plans, project scheduling, research and development program, drafting and revising maps of cities, counties and the State, the collection of statistical data, and the compilation of traffic survey data. This includes highway systems, aviation and airport development, and mass transit.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the compilation of vehicle classification data.

Included are vehicle classification code sheets and Vehicle Classification Data Report (Form 12-4049-11).

The file is arranged chronologically by quarter and thereunder alphabetically by county.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	8	12		In Office(s)	In Storage Area(s)		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	16	12		
Forest Park Storage Area		24	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				5	2	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [X] []
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [X] []
21. Does the record series contain documentation produced as EDP printout? [X] []
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []

24. REQUIREMENTS. The following requires the files to be kept permanently ~~XXXX~~

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

This series provides historical data which enables the projection of future trends and is used in planning for future highway needs.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
-[X] CALENDAR YEAR -[] FISCAL YEAR -[] Other then:

Other:

Code Sheets: hold in current files area until EDP report finalized; then destroy.

Vehicle Classification Data Report: hold in current files area 5 years; transfer to State Archives; hold permanently.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer *[Signature]* Date *6/5/73*

26. Recommendations

[] Approved [] Disapproved

Head of Agency/Designee *[Signature]* Date *6/5/73*

in Paragraph

State

[X] Approved [] Disapproved

Department of Audits/Designee *[Signature]* Date *6-14-73*

25 are:

Records

[X] Approved [] Disapproved

Secretary of State/Designee *[Signature]* Date *6-13-73*

Committee

[X] Approved [] Disapproved

Department of Law/Designee *[Signature]* Date *6-18-73*

VEHICLE CLASSIFICATION DATA FILE

Explanation of Yes Answers to Questions 14-23

15. The Vehicle Classification Data Report is a summary report.
18. The data is stored on magnetic tapes. If necessary the series could be reconstructed from the tapes.
20. The code sheets are the source documents for the Vehicle Classification Data Report.
23. The Vehicle Classification Data File is used in conjunction with the Continuous Count Data File to predict traffic trends. The series provides historical information necessary for the planning of the State's highways.